

DD/P O-2899

CONFIDENTIAL

31 May 1960

MEMORANDUM FOR: Chiefs of CS Staffs and Divisions

SUBJECT : Annual Report -- Records Management in the CS

REFERENCES : A. COPS Memorandum of 15 June 1959 to Chiefs, CS
Staffs and Divisions, Subject: Appointment
of Records Management Officers
B. Chapter III, [redacted]

25X1

1. Almost a year has elapsed since Reference A initiated the current phase of the Records Management Program. A time limit of 1 July 1960 has been fixed for the first annual inventory of classified materials required by Chapter III of the CS Records Handbook. Less than two years remain before we move into the new building. For these reasons, a brief report on the status of records management will be required.

2. I am asking the DIF/RMO to collect certain basic data from each Staff or Division and prepare a summary status report on records management in the CS as of 1 July 1960. The format for the required data will be provided direct to your RMO. Your cooperation in furnishing these data is desired.

25X1

[redacted]
Richard Helms
Chief of Operations, DD/P

CONFIDENTIAL

C O N F I D E N T I A L

1 July 1960

FORMAT OF ANNUAL REPORT -- RECORDS MANAGEMENT

1. Volume - Footage

(Attach Form 1719, Inventory of Classified Material, for each sub-unit of the Staff/Division; show comparison with similar figures from inventory conducted in August 1959. Indicate any significant factors influencing the volume of records.)

2. Significant Developments During the Year

- a. (Identification and listing of files. Staffs/Divisions that have initiated Records Control Schedules, show status, branches covered, branches remaining to be surveyed and any other significant results. See memo on subject dated 12 May to RMOs -- except Area Divisions.)
- b. (Mixed Files -- See Notes re Outline Plan for Purging Records dated 7 March 1960 from DDP/RMO.)

(Indicate progress made, present status and plans for eliminating mixed files. Indicate specific branches where action has been taken and is being planned.)
- c. (Purging of Files. Summarize action taken; e.g., orders through command channels for reduction in number of safes or other significant development.)
- d. (Unnecessary creation of files - Summary of action taken responsive to COPs memo of 11 January 1960.)
- e. Other Developments - (As appropriate to Staff or Division, e.g., procedures, adaptation of CI Memo #80 concerning Category 5 information, etc.)

3. Vital Material

(Indicate whether each branch or other sub-unit of the Staff/Division has deposited its vital material in accordance with the Vital Material Deposit Schedule -- any other significant developments or progress.)

C O N F I D E N T I A L